

**187—18.14(17A,535B) Standards for approval of distance education courses.** The administrator may approve distance education courses, subject to the following requirements:

**18.14(1)** The provider's purpose or mission statement must be available to the public.

**18.14(2)** The course outline must include clearly stated learning objectives and desired student competencies for each module of instruction and a description of how the program promotes interaction between the learner and the program.

**18.14(3)** The course content must be accurate and up-to-date. The provider must describe the plan in place to periodically review course material with regard to changing federal and state statutes.

**18.14(4)** The course must be designed to ensure that student progress is evaluated at appropriate intervals and that mastery of the material is achieved before a student can progress through the course material.

**18.14(5)** The provider must show that qualified individuals are involved in the design of the course.

**18.14(6)** The provider must list individuals who provide technical support to students and state the specific times when support is available.

**18.14(7)** A manual must be provided to each registered student. The manual shall include, but not be limited to, faculty contact information, student assignments and course requirements, broadcast schedules, testing information, passing scores, resource information, fee schedule, and return policy.

**18.14(8)** The provider must retain a statement signed by the student that affirms that the student completed the required work and examinations.

**18.14(9)** The provider must state in the course material that the information presented in the course should not be used as a substitute for competent legal advice.

**18.14(10)** Courses submitted for approval must be sufficient in scope and content to justify the hours requested by the provider.

**18.14(11)** All distance education courses must be completed within eight months of the date of acquisition or course start date.

**18.14(12)** The provider must agree to provide a certificate of completion only to individual registrants who have satisfactorily completed the course. "Satisfactorily completed the course" means the individual completed the required work and scored 70 percent or better cumulatively for all examinations covering the coursework.